



**Health Professions Education Foundation
Board of Trustees
Development Committee Meeting
October 26, 2006
2:30 p.m. to 4:00 p.m.
Los Angeles, CA**

MINUTES

Committee Members:

Present: Barbara Yaroslavsky, Chair; Linda Lucks; Larry Baum; Mary Canobbio, R.N., M.N., F.A.A.N.; Richard Fantozzi, M.D.; Marcella Low

Absent: Tadao Fujiwara, M.D.; Robert Hertzka, M.D.; Anmol Singh Mahal, M.D.

Quorum present: Yes

Others Present:

Staff: Brenda Russell, Interim Manager; Monique Scott, Program Director; Margarita Miranda; James Hall; Karen Doran; Karen Isenhower

OSHPD Staff: Beth Wied, Chief Counsel

Proceedings:

- Meeting called to order at 2:30 p.m. by Chair Yaroslavsky.
- Chair Yaroslavsky welcomed everyone to the meeting and members introduced themselves.

Approval of June 1, 2006 Minutes

- A motion was made and seconded to approve the June 1, 2006 minutes. Motion carried unanimously.
- It was requested that Linda Lucks' should be added to the Board of Trustees, Development Committee roster.

Review of Previously-Funded Programs and Their History

Monique Scott presented to the Committee an overview of several of the Foundation's programs.

- Health Professions Scholarships and Loan Repayments – up to \$20,000 over a two year period for graduates of dentistry, dental assistants, nurse practitioners, certified nurse mid-wives and physician assistants who are practicing direct patient care in medically underserved areas of California.
- Registered Nurse Scholarships and Loan Repayments – up to \$8,000/year for nursing students accepted to or enrolled in an Associate Degree Nurse (ADN)

program; up to \$10,000/year for Bachelor of Science Nursing Scholarship; up to \$10,000 over a 2 year period for Bachelor of Science Nursing Loan Repayment Program; and up to \$4,000/year for Pre-Nursing Scholarship. Nursing programs are funded by \$10.00 surcharge on the Registered Nurses licensure fees.

- Vocational Nurse Scholarships and Loan Repayments – still in development phase. Award amounts to be determined. Possibly \$6,000 for Licensed Vocational Nursing scholarship and \$6,000 over a 1-year period for Licensed Vocational Nursing Loan Repayment. Funded by a \$5.00 surcharge on Vocational Nurse licensure fees.
- Chair Yaroslavsky recommended that Committee Member Cannobio develop a strategic plan to raise additional money from stakeholders to fund more nursing programs. Chair Yaroslavsky mentioned that members can not go out and ask for money until the needs are assessed by staff and brought forward to the Board. A needs assessment would be addressed at next May's Board meeting.

Review of funders and/or program officers of existing programs

- Monique Scott gave an update of current funders and which programs they fund.
- Chair Yaroslavsky said a letter, along with the annual report, should be sent to every funder thanking them for their contributions. Brenda will review the mailing list.

Suggestions for future possible foundations, funders, and funding opportunities:

- The Committee requested that Staff research if there is a program that could extract foundations from a directory in order to develop a listing of potential funders. The Committee further recommended that once a listing of potential funders is developed, a fundraising plan should then be developed. The Board would then decide what funders should be pursued and staff will follow-up with funding entities.
- The Committee requested that Staff research whether funds are available to hire a grant writer, and to check on grant writing software programs, and report their findings at the next meeting. Committee Member Low suggested that the Foundation could partner with the colleges for a researcher and grant writer.
- The Committee suggested that a review of programs that are sun-setting be conducted to determine whether programs should be continued, and if not what new programs will be developed.
- Chair, Yaroslavsky requested that staff provide financial reports at the next January meeting.
- The Committee also recommended that either a Board retreat forum or a strategic planning session be held in order to clarify the Foundation's financial needs and to develop a fund raising plan.
- Chair Yaroslavsky asked staff to provide a list of prior and current funders, to include the Program Director and Board of Directors, and distribute the list to each member of this Committee by the next Board meeting. In addition she recommended that the Committee be provided a report of the financial requirements for the next two years for the Foundation's existing programs.

- Committee members stated they would like to hear from hospitals and colleges about statewide healthcare workforce needs. It was further stated that once the needs are identified then the Committee could create a development plan for going out and seeking funding.
- Chair Yaroslavsky recommended that a copy of the minutes from this meeting be sent to Dr. Gitnick for his review.
- The Committee requested that an overview of the Song-Brown Program and the California Healthcare Workforce Policy Commission be presented at the January Board Meeting.

Old Business:

- None to discuss

New Business:

- Chair Yaroslavsky recommended that time be set aside at the January Board meeting to schedule future meetings. She asked members to bring their calendars in order to solidify meeting dates and times.

Adjourn:

- Meeting adjourned at 3:35 p.m.